

TO: FLICC Executive Board Members
 FROM: Susan M. Tarr, Executive Director, FLICC
 SUBJECT: Minutes of the November 13, 2003 FEB Meeting

FEB Members	Agency	Present	Absent
Deanna Marcum	LC		X
Evelyn Frangakis	NAL	X	
Hoyt Galloway	Customs	X	
Becky Lyon	NLM	X	
Sheila McGarr	GPO	X	
Sarah Mikel	NDU		X
Ken Nero	NLRB	X	
Ann Parham	Army		X
Carla Pomager	Army	X	
Jocelyn Rankin	CDC	X (by phone)	
Robert Willard	NCLIS		X
Susan M. Tarr	FLICC	X	
Joseph Banks	FEDLINK		X
Lynn McDonald	FEDLINK	X	
Anna Bohlin	FLICC	X	

AGENDA

1. Approval of minutes of the July 10, 2003 FEB meeting – Deanna Marcum, FLICC Chair Designate (LC)
2. FLICC Working Groups (short reports):
 - Awards – Becky Lyon (NLM)
 - Budget and Finance – Robert Willard (NCLIS)
 - Content Management – Ken Nero (NLRB)
 - Education – Jocelyn Rankin (CDC)
 - AMA partnership update
 - Federal Libraries/GPO Partnership – Susan Tarr
 - Homeland Security – Hoyt Galloway (Customs)
 - DHS Virtual Reference Services pilot
 - Nominating – Sheila McGarr (GPO)
 - FAC election results
 - FEB election
 - Personnel – Ann Parham (Army)
 - LC Leadership Development Program Fellow
 - Policy – Committee of the Whole
 - Preservation and Binding – Evelyn Frangakis (NAL)
 - FEDLINK Advisory Council (FAC) – Carla Pomager (Army), FAC Chair
3. FLICC Report — Susan Tarr (short reports):

- E-Gov Committee status
 - GC Forums
 - Need to renew FLICC Authorization by July 2004: Membership and Governance Working Group task
 - Update - Formation of and volunteers for new “Competitive Sourcing Working Group”
 - FLICC Membership meeting 12/4/03 - Meeting Focus: Public Printer Bruce James
 - Update - 2004 FLICC Forum on Federal Information Policies 3/25/04 - “E-Competencies for E-Government: Changing Role of the Federal Information Professional.”
4. FEDLINK (short reports):
- FEDLINK Network Operations – Lynn McDonald
 - FEDLINK Fiscal Operations — Joseph Banks
5. Old Business:
6. New Business:
- Next Meeting: Thursday, January 15, 2004 (changed from Jan 8)
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AGENDA

1. Approval of minutes of the July 10, 2003 FEB meeting – Deanna Marcum, FLICC Chair Designate (LC) - Tarr called the meeting to order and asked for approval of minutes. The minutes were approved as written.
2. FLICC Working Groups (short reports):
 - Awards – Becky Lyon (NLM) - Lyon reported that the FLICC Awards nominations are arriving at the FLICC office. Tarr said that nominations usually arrive on the very last day of the application deadline, and that FLICC expects an especially large number of nominations this year. Lyon asked for a date for the Awards Working Group to meet and rate nominations.
 - Budget and Finance – Robert Willard (NCLIS) - No report.
 - Content Management – Ken Nero (NLRB) - Tarr reported for Nero that the group sponsored a very successful Information Technology Update seminar on “Institutional Archives and Repositories in Government” on September 12. The group is also planning a brown bag series on standards. Standards will also be discussed at an LC sponsored “Luminary Lectures” event on December 3, with Bill Moen, who will look at the standards affecting libraries.
 - Education – Jocelyn Rankin (CDC)
 - AMA partnership update - Rankin reported that the Education Working Group has not met since the last FEB meeting. Bohlin said that negotiations are in progress with American Management Association staff on FLICC offering three of their professional development seminars. She also said that the Mini-MBA “Business Accounting Module” will

be adjusted to cover various aspects of appropriations law to better suit the FLICC community. Tarr then referred members to several meeting announcements included in the FEB meeting packet.

- Federal Libraries/GPO Partnership – Susan Tarr - Tarr said that the group held its first meeting on May 20, 2003. She also said the group has been invited to the December FLICC membership meeting where Public Printer Bruce James will be the featured speaker. Tarr referred to an email message from Judy Russell (GPO) in the FEB meeting packet dealing with several GPO initiatives and issues which Russell wants working group members to discuss.

- Homeland Security – Hoyt Galloway (Customs)

- DHS Virtual Reference Services Pilot - Galloway reminded members about the August meeting at DHS attended by working group members and FLICC staff where two major points were discussed - providing DHS libraries with cooperative virtual reference services and centralized licensing for commercial electronic databases. Galloway also said that the virtual reference project has been approved and funded by DHS. Tarr said that the DHS virtual reference services pilot working group has been very active. Librarians from about 23 agencies have participated in the group. The funding for the commercial electronic databases will eventually be pooled from libraries and other database users inside DHS. FEDLINK staff member, Kathy Eighmey, is presently on detail to DHS to assist with these enterprise wide funding concerns and other library issues and needs, including a position description for a full time DHS librarian.

- Nominating – Sheila McGarr (GPO)

- FAC election results
 - FEB election - McGarr reported that the FEDLINK Advisory Council elections are now final and that the elected members are Judy Bullwinkle (Army Corps of Engineers), Marybeth Dowdell (Naval Research Laboratory Library), and Robert Mohrman (Walter Reed Library). McGarr referred members to the FEB nomination memo in the meeting packet and, along with Tarr, encouraged FEB members to submit nominations for new members. Sarah Mikel and Ken Nero are finishing their terms as elected members to FEB and Tarr thanked them for their many efforts on the FEB. She also thanked Becky Lyon for her many contributions after six years as an appointed member to FEB.

- Personnel – Ann Parham (Army)

- LC Leadership Development Program Fellow - Tarr reported for Parham that the working group is off to a good start, and that they met in October and scheduled another meeting for late November. The group is focusing on recruitment and hiring, staff development, e-competencies and the impact of these issues on classification and qualifications. Fay Bullock (CRS) is presently on a four-month detail to FLICC. Bullock is a participant in the LC Leadership Development program and has been assigned to assist the working group with various research. Bullock has been contacting federal agency libraries to solicit information about their hiring processes. Tarr will have Bullock contact Hoyt Galloway (Customs) and Tad Downing (GPO) for information on their hiring processes, as both these librarians have been hiring a number of new staff.

- Policy – Committee of the Whole - See FLICC report below.

- Preservation and Binding – Evelyn Frangakis (NAL) - Frangakis reported that

the working group is sponsoring several preservation related programs including "Using the GPO Binding Contract" and two OCLC digitization workshops. She then said that FEDLINK contracts staff are reviewing the preservation services RFP which will be final by the end of this year.

- FEDLINK Advisory Council (FAC) – Carla Pomager (Army), FAC Chair - Pomager reported that FEDLINK held its annual Fall membership meeting on October 16. The program was well attended by members and vendors. The FAC also discussed the FEDLINK Direct Express option and ways to market this option to customers. She said that one possibility is to find out what professional meetings and shows federal contracting staff attend and to market FEDLINK services at these events. Tarr said that the FEDLINK meeting was cybercast. McDonald said that Eric Childress of OCLC will be the featured speaker at the OCLC Users Group meeting on November 18 and that this program would also be cybercast. Tarr said that the cybercast option is intended to facilitate participation by out-of town members, and that she needs to have a viable number of subscribers to make the expense of producing cybercasts worthwhile. LC is now performing the technical services for cybercasts since FLICC's own staff specialist, Lee Power, retired. FLICC now pays LC for these services. FEB members mentioned that because of fire walls some agencies are not able to participate. Tarr said that she will look into formats other than RealMedia. However, LC is reluctant to support other software at this time. Galloway suggested online video clips as an option.

3. FLICC Report — Susan Tarr (short reports):

- E-Gov Committee status - Tarr reported that many staff changes have been made at OMB including the departure of Dan Chenok, who was very helpful to the library community. Tarr said that she had talked to the new OMB contact, Jonathan Womer, who said OMB is planning to form a steering committee in preparation for the main E-Gov committee. This plan has yet to mature as Tarr has not heard anything further. Tarr said that Karen Evans, CIO at the Energy Department, has replaced Mark Foreman as the OMB Associate Director for Information Technology and E-Gov.

- GC Fora - Tarr reported that the General Counsel Fora have been very successful with attorneys, but fewer and fewer librarians are attending these meetings. Tarr then asked members to advise her as to whether this program is worth all the FLICC staff time and if librarians are less interested in the program. She said that the fora were started in 1999 to allow library directors and their attorneys to network and have a meeting of the minds on issues relevant to both parties. The meetings have so far been very productive and useful as a venue to exchange procedures and ideas. Topics include copyright, FOIA, licensing, filtering, records management, and most recently, public access to research data funded by federal grants and contracts.

After a short discussion, FEB members decided to go forth with the next General Counsels meeting on February 24, 2004, with Fair Use issues in the electronic context and the Copyright Clearance Center - a FEDLINK vendor - as the topics. FEB members recommended more event marketing and issuing the meeting invitation earlier. McDonald added that, to encourage participation, librarians need to become more educated on some of these issues as they eventually are going to have to deal with them in a library setting. Tarr agreed to write up her notes from the meeting on "Rights Management for Access to Research Results Funded by Federal Grants" and for the FLICC Newsletter. McGarr suggested the number of meetings be cut from three to two meetings a year to save resources. Tarr will

follow up on this suggestion at the next General Counsels Forum.

- Need to renew FLICC Authorization by July 2004: Membership and Governance Working Group task - Tarr said that the FLICC Authorization is up for renewal after five years and asked if FEB members had any updates for the document. She asked members to send her comments and edits no later than December 2, 2003. She said that the document was thoroughly reviewed and edited by the FLICC Membership and Governance Working Group in 1999, but if FEB members believe it needs work, we will reconstitute the working group to make recommendations for revisions.

- Update - Formation of and volunteers for new “Competitive Sourcing Working Group” - Tarr reported that in response to her call for various FLICC working group members, seven individuals volunteered for this working group and nine for the Personnel Working Group. As there is a need for a representative from the Air Force, Tarr will try to locate a volunteer from this agency. Tarr will also try to encourage more volunteers from military and civilian agencies to join the group as many agency libraries are facing the impact of A-76. Tarr sees the group as a resource developer and as a provider of the tools necessary for the competitive sourcing process. Karen Kapust, director of the U.S. Food and Drug Administration Library, has agreed to serve as working group chair. The first meeting will be held in January 2004.

- FLICC Membership meeting 12/4/03 - Meeting Focus: Public Printer Bruce James - Tarr reported that Bruce James will be the featured speaker at the December 4 FLICC Membership Meeting, and referred FEB members to the draft agenda for this meeting in the FEB meeting packet. FEB then decided which working groups would report at this meeting.

- Update - 2004 FLICC Forum on Federal Information Policies 3/25/04 - “E-Competencies for E-Government: Changing Role of the Federal Information Professional.” - Tarr said that FLICC has extended an invitation via the Librarian’s Office to Laura Bush to be the Forum keynote speaker. Robert S. Martin, Director of the Institute of Museums and Library Services (IMLS), has agreed to moderate the morning panel and might serve as the back-up speaker to talk about IMLS’s librarian education grants in case Mrs. Bush will not be able to attend. The Forum content will focus on the recruitment of new librarians and the educational enrichment of the library profession, followed by e-Gov competencies and other e-Gov issues. Tarr asked for FEB members’ ideas for speakers and for other e-Gov issues to be discussed. FEB members also discussed ideas for the final speaker of the day on “Electronic Rights Management,” and it was suggested the Tarr contact Bonnie Klein (DTIC) to assist with speaker ideas for this topic.

4. FEDLINK (short reports):

- FEDLINK Network Operations – Lynn McDonald - McDonald reported that the Preservation RFP is being worked on by the FEDLINK contract staff. She said that the FEDLINK membership have also requested assistance with cataloging contracts. FEDLINK staff was able to help the Treasury Library, and is in the process of assisting yet another agency with such contracts. She also said that FEDLINK has awarded contracts to most vendors providing online services. FEDLINK changed the contracts to accommodate the

Direct Express option without jeopardizing the transfer pay option, which is still the heart of the FEDLINK program.

McDonald reported from the most recent OCLC Member Council meeting that OCLC is adjusting to new technologies and has made many vital changes and investments. OCLC is reaching out to their constituency through the Members Council to make certain that they make the right changes and adjustments to suit members' needs. OCLC is also proceeding with a cataloging pilot project using a commercial search engine. Libraries will be expected to pay for linking to this search engine opportunity.

•FEDLINK Fiscal Operations — Joseph Banks - Tarr reported for Joe Banks that the fiscal outlook is very positive and much better than from the same time last year. She said that the service/transfer pay dollars show a 31 percent increase and about a 25 percent increase in fee revenues. The fourth quarter Direct Express fees are still to be posted. To follow the reduced GSA fee for similar services, FEDLINK's Direct Express fee will change in 2004 from 1 percent to .75 percent.

5. Old Business: - No old business.

6. New Business: - Tarr referred FEB members to the 2004 meeting schedule included in the FEB meeting packet. Tarr encouraged FEB members to be sure to attend the FEB January 15 meeting when the FEB will select the winners of the 2003 FLICC Awards.

Next Meeting: Thursday, January 15, 2004 (changed from January 8).

HANDOUTS

- 1 Agenda
- 2 Minutes of the September 11, 2003 FEB Meeting
- 3 Email on the GPO Partnership Working Group between Susan Tarr and Judy Russell (GPO)
- 4 FLICC/FEDLINK 2004-2006 election update
- 5 Memo from Susan Tarr to FLICC voting members regarding "Nomination of FLICC Executive Board Members"
- 6 FLICC Authorization of 1999
- 7 Draft letter from Susan Tarr to Laura Bush regarding keynote speech at the 2004 FLICC
- 8 FEDLINK Fiscal Operations Registration Comparison as of November 10, 2003
- 9 FLICC Awards brochure
- 10 2004 schedule for FLICC and FEB meetings
- 11 Meeting Announcement 2004-4: FEDLINK Fall OCLC Users Group Meeting
- 12 Meeting Announcement 2004-5: Using the GPO Binding Contract
- 13 Meeting Announcement 2004-6: Orientations to Libraries and Information Center Series: National Archives-Archives Library Information Center
- 14 Meeting Announcement 2004-7: OCLC Digitization Workshop Series-Developing Digital Projects
- 15 Meeting Announcement 2004-8: OCLC Digitization Workshop Series-Digital Project Infrastructure
- 16 Meeting Announcement 2004-9: Library and Information Technology Association (LITA) Regional Institute- eBooks: After Hype and Death, What Really Works
- 17 Meeting Announcement 2004-10: Soaring to Excellence 2004
- 18 FEDLINK Information Alert 2004-1: FEDLINK Vendor Update

ACTION ITEMS

- 1 Lyon asked for a date for the Awards Working Group to meet and rate nominations.
- 2 Tarr will have Fay Bullock contact Hoyt Galloway (Customs) and Tad Downing (GPO) for information on their hiring processes.
- 3 Tarr will look into formats other than RealMedia to facilitate cybercasting for agencies with fire walls.
- 4 Tarr will do some early marketing to federal agency attorneys and librarians about the next General Counsels Forum on February 24, 2004, and will write up notes from the last meeting for educational purposes.
- 5 Tarr will follow up on McGarr's suggestion to cut the number of GC fora from three to two meetings.
- 6 FEB members should send comments and suggestions for revisions of the FLICC Authorization to Tarr by December 2, 2003.
- 7 Tarr will encourage more volunteers from military and civilian agencies to join the Competitive Sourcing Working Group.
- 8 Tarr asked for FEB members' ideas for speakers and for other E-Gov issues to be discussed at the 2004 FLICC Forum.
9. Tarr will contact Bonnie Klein (DTIC) to assist in finding a good FLICC Forum speaker for the "Electronic Rights Management" topic.

Minutes prepared by Anna Bohlin.